

*P-105*

**SECRET**

Approved For Release 2001/03/16 : CIA-RDP61-00901A000200020001-6

21 MAY 1958

MEMORANDUM FOR: Executive Officer  
Office of the Director

SUBJECT: Report of Records Management Survey  
Office of the Director

25X1A9a      1. Attached is a survey report prepared by Mr. George [REDACTED] of this staff in accordance with your request for a study of the mail and records activities of DCI.

2. The cooperation and assistance given by your staff during the survey made it possible to develop several recommendations pertinent to the efficiency of your mail and file operation which, I believe, you should consider.

25X1A9a      3. In order to minimize any interruption to services during a change over, [REDACTED] will be available to assist in installing the recommendations you accept.

25X1A9a      Signed      21 MAY 1958  
*[REDACTED]*  
Chief, Management Staff

Attachment:  
Survey Report

Distribution:  
Original and 1 - Addressee  
1 - Records Management  
 - Management Staff  
1 - Management (Chrono)

25X1A9a      *JPK/31/58 New*

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